



<b>Job Title</b>	<b>Park Ranger Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>2</b>	<b>Job Code</b>	<b>14426</b>

### Class Specification – Pikes Peak Highway Ranger Supervisor

#### Summary Statement:

The purpose of this position is to assist the public in the use of City parks, its recreation facilities, resources, and to plan, organize and direct park personnel in day-to-day operations, protection and improvement of an assigned unit within the City Regional Park System.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Implements and evaluates park programs and policies within an assigned park unit; recommends and develops strategies to achieve unit objectives; research, prepare, plan, implement, and monitor parks specific budgets; defines personnel resource needs and allocates them as required to reach unit objectives; supervises, assigns, monitors, and may assist in the work of subordinate classes of Park Ranger and other personnel assigned to the park unit, such as: patrol of a park or recreational area; greeting and directing of park visitors; and interpreting the natural and historical features of park area.
30%	Coordinates and/or conducts formal and informal training of Park Rangers in such areas as: educational and interpretive programs; first aid techniques; departmental practices, policies, and procedures; provides assistance in emergency situations at their unit(s) or other park locations; issues warnings and citations under appropriate laws or ordinances; and maintains records and prepares comprehensive reports.
20%	Provides input for program planning, development, and implementation of volunteer programs, interpretive programs, and natural resource programs.



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### Competencies Required:

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### Technical Skills Required:

**Comprehensive Standardized Skills:** Work requires the use of standard technical skills appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in outdoor recreation, natural resources, or related field.

**Experience:** Three years of full-time responsible park ranger program experience including two years of supervisory experience.



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

CPR certification (cardiopulmonary resuscitation)	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

Prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:** Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Work/hiking boots, sunglasses, sunscreen, hat, weather appropriate clothing for extreme hot or cold temperatures, sterile gloves, radio, telephone, calculator, copier, fax, small hand tools, vehicle, and infrared heat thermometer.

**Specialized Computer Equipment and Software:** Microsoft Office, Cartegraph, and PeopleSoft.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014